



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE, FMF
UNIT 35601
FPO AP 96606-5601

ForO 1050.1K

7

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FORCE ORDER 1050.1K

From: Commanding General

To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO P1050.3G
(b) MCO 7130.1J
(c) MCO 7220.41B
(d) MARFORPACO 1700.4H
(e) MILPERSMAN
(f) MCO 5000.12D
(g) III MEF Policy ltr 2-97 of 26 Jun 97

1. Purpose. To publish leave and liberty policy and procedures for the III Marine Expeditionary Force (III MEF).

2. Cancellation. ForO 1050.1J.

3. Summary of Revisions. The basic revision was necessary to reflect the change of 3d Surveillance Reconnaissance Intelligence Group (SRIG) to Headquarters and Service Battalion.

4. General

a. Reference (a) provides the Marine Corps' leave policy, publishes leave regulations, and prescribes detailed implementing instructions.

b. References (a) and (b) delegate authority to modify Permanent Change of Station (PSCO) orders when emergency leave is involved.

c. Reference (c) provides guidance on special leave.

d. Reference (d) provides guidance on the Unfunded Environmental and Morale Leave (UEML) Program.

e. Reference (e) provides guidance on the granting of leave to Navy personnel.

f. Reference (f) provides guidance on Paternity Permissive Temporary Additional Duty.

g. Reference (g) amplifies pertinent information on emergency leave.

5. Policy. Leave and liberty will be granted per references (a) through (f) and this Order:

a. Leave for Personnel on Accompanied or Unaccompanied Tours in the Western Pacific (WESTPAC). Personnel serving on accompanied or unaccompanied tours in WESTPAC may take up to 30 days annual leave per fiscal year. While

this policy exists, individual commanders may impose stricter guidance for readiness or operational reasons.

b. Leave for Personnel Participating in the Unit Deployment Program (UDP). Members of units which are in WESTPAC as part of the UDP may be granted annual leave while the unit is in WESTPAC. No limit has been established by higher headquarters on how much annual leave may be granted to personnel participating in the UDP; however, subordinate commanders may restrict the amount of annual leave to be granted for operational or readiness reasons. Commanders of UDP units may restrict members of their unit from taking annual leave while the unit is deployed.

6. Types of Leave. There are four types of leave available to Marines in WESTPAC. A brief description and guidelines of each is provided below.

a. Annual Leave. Per Reference (a), to obtain maximum benefit from annual leave programs, such programs should provide the opportunity to take frequent periods of leave, including, when possible at least one leave period each year of about 14 consecutive days in length or longer.

b. Emergency Leave

(1) Reference (a) defines the parameters under which personnel are entitled to emergency leave. Reference (g) is III MEF's policy on authorizing emergency leave and provides additional guidance. Commanders will be guided by the criteria in references (a) and (g) when determining whether or not to grant emergency leave.

(2) Reference (b) authorizes the issuance of PCS orders in lieu of emergency leave orders for personnel who have served at least nine months of an unaccompanied tour and who must return to CONUS for emergency leave.

c. Special Leave. Per reference (c), to encourage enlisted Marines to extend their tour length at overseas locations, the Commandant of the Marine Corps has been granted the authority to offer extension incentives. Options available to Marines who elect to extend include 30 days special leave or 15 days special leave with a round-trip ticket to their home of record. All leave will commence/terminate at the permanent duty station.

d. Unfunded Environmental Moral Leave Program (UEML)

(1) Eligibility. Personnel serving on accompanied tours in WESTPAC and their dependents and personnel serving unaccompanied tours are eligible to participate in the UEML Program. Marines and Sailors on Okinawa due to the UDP are not eligible to participate in the UEML Program.

(2) This program increases the priority for space-available travel to active duty personnel and their command sponsored dependents. To ensure we provide for the largest possible participation in the UEML Program, reference (d) restricts members of the Armed Forces and their dependents to two round trips per year per individual. The year is calculated from the day the individual begins his/her tour on Okinawa. This restriction does not apply to additional trips taken in accordance with the regular space-available procedures and priorities. Additionally, members on accompanied tours may not take UEML trips within the first or last 6 months of their tour of duty. This rule may be waived on a case-by-case basis. Leave taken under the UEML Program is charged as annual leave.

(3) Personnel and their dependents who are stationed on Okinawa or mainland Japan may take UEML to CONUS, Korea, Guam, Hawaii, Alaska, or within Japan. Dependents do not have to be accompanied by the active duty sponsor to be eligible for UEML, but when traveling without the sponsor their EML priority will be lower.

7. Approval Authority

a. The Commanding General will approve leave for:

(1) Commanding General of the Major Subordinate Commands and Marine Corps Base, Camp Smedley D. Butler.

(2) Deputy Commanding General, III MEF

(3) Chief of Staff, III MEF

(4) Commanding Officer, 31st Marine Expeditionary Unit

(5) Commanding Officer, Headquarters and Service Battalion

(6) Commanding Officer, 7th Communication Battalion

(7) Members of Commanding General's personal staff.

b. The Chief of Staff, III MEF will approve leave for all General and Special Staff members assigned to the III MEF Command Element (CE).

c. The Commanding Officers, HQSVCBN, 7th Communication Battalion and 31st Marine Expeditionary Unit will approve leave for all members assigned to their respective units.

8. Liberty

a. Liberty is the authorized absence of service members from their place of duty for specified periods of time and is not chargeable against the annual leave balance. Requests for special liberty will be submitted to the respective Commanding Officer for approval.

b. A four-day special liberty shall not, under any circumstances, exceed 96 hours. When a Marine requests an extension of an authorized period of special liberty and said time (special liberty and extension) exceeds four days, that portion that exceeds the special liberty shall be charged to the Marine as annual leave.

9. Paternity Permissive TAD Policy

a. Reference (f) provides the policy and specific guidance for granting paternity leave. Additionally, it provides specific guidance for granting permissive TAD to a married male Marine when his spouse gives birth.

b. The CG, III MEF fully supports this policy and encourages commanders to institute liberal paternity leave policies that provide our Marines the opportunity to spend time with their family on the occasion of a birth.

10. Action

a. Officers and enlisted personnel whose leave is approved by appropriate authority will submit their completed leave request form to their respective Consolidated Administrative Office at least 5 working days prior to the commencement of leave. All leave papers are to be returned to the serving Consolidated Administrative office within 24 hours of expiration of leave.

b. Personnel Officers 31st MEU, 7th Comm and HQSVCBN

(1) Prepare leave orders for all officers and enlisted personnel assigned to their respective units.

(2) Maintain a control system for all Marines who participate in the UEML program.

c. AC/S G-1. Prepare all funded emergency leave orders for members of HQSVCBN III MEF during working hours. Provide the required appropriation data to the Command Duty Officer for emergency leave requests on weekends and holidays. After hours, the Command Duty Officer is responsible for funded emergency leave orders for 3d MarDiv, 7thCommBn, 31st MEU and HQSvcBn.

11. Commanding General, MCB and each MSE Commander will publish leave and liberty regulations and procedures.


G. L. BOOKER SR.
Chief of Staff

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